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24 OCT 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Security Significant  
Accomplishments - FY 1968

1. This memorandum is for your information only.
2. The attached annual report highlights the principal accomplishments and activities of the Office of Security for the Fiscal Year 1968.



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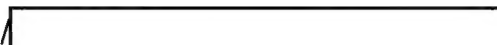
Howard J. Osborn  
Director of Security

Att

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OFFICE OF SECURITY  
SIGNIFICANT ACCOMPLISHMENTS  
FISCAL YEAR 1968

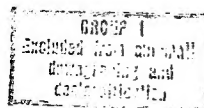
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OFFICE OF SECURITY

SIGNIFICANT ACCOMPLISHMENTS - FY 1968

1. GENERAL MANAGEMENT

a. Executive and Planning

(1) USIB Security Committee

(a) Uniform Personnel Security Standards and Practices  
Governing Access to Sensitive Compartmented Informa-  
tion

25X1 One of the recommendations by PFIAB in its analysis of the [ ] case was the establishment of uniform personnel security criteria for all personnel having access to sensitive information. A draft of the standards prepared by the Security Committee and coordinated with the SIGINT and COMOR Committees was issued as DCID 1/14 on 23 June 1967. After lengthy study and discussion, a revision was completed and issued in its final form on 1 July 1968. Of special significance in the revision was establishing U. S. citizenship as a waivable criteria under paragraph 5.

(b) NDPC

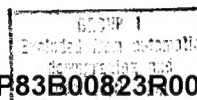
The DCI and Alternate DCI members to the National Military Information Disclosure Policy Committee (NDPC) processed 130 records of action within the Agency, including 62 requests for exceptions to policy and reviewed 7 security survey reports of foreign governments and 40 country team annual reports. Arrangements were made to provide area specialists on seven occasions to brief security survey teams prior to departure. A representative of the Office of Security participated in the security survey [ ]

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(c) Savings

Through a review of Defense Supply Agency listings, excess property in the amount of \$10,400 was obtained at no cost. In addition, a review of excess property within the various

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components within the Office of Security resulted in redistribution of property with a cost value of \$7,000 to other office components and the return of property with a cost value of \$60,000 to the Office of Logistics for redistribution to other Agency components where the need existed.

(d) Career Board

A Career Board for Office of Security Clerical Personnel was established to ensure that the development and promotion progress of all clerical careerists is more expeditiously reviewed to identify those deserving of advancement, specialized training and consideration for key assignments.

(e) Reindoctrination Program

Security Reindoctrination Program III was initiated and completed during FY 1968. It was presented 63 times to approximately   persons. It has now been incorporated into the monthly "CIA Review Course" given by OTR for personnel returning from overseas assignments.

(f) Briefings

Professional Security Officers from the various components of the Office of Security were engaged during FY 1968 in affording briefings in a variety of Security subjects as outlined below:

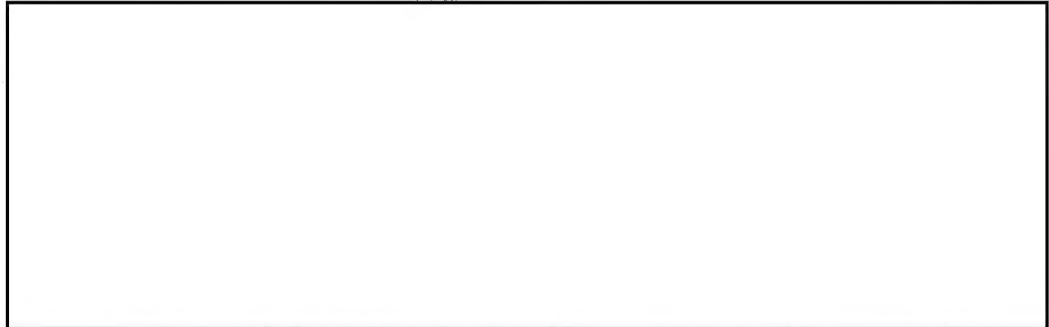
1. Briefed representatives of the Federal Bureau of Investigation and the Immigration and Naturalization Service on the SANCA index search system. The briefing covered:

- (1) The Tape approach
- (2) Direct access approach
- (3) Search logic, and
- (4) Data compression techniques used

2. Conducted a briefing for the Comptroller and the Chief of Staff of the U. S. Army Intelligence Command on the SANCA search system and its capabilities for handling the name variant problem.

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required special assistance, guidance, counseling or action to be taken with emergency service personnel such as the police, doctors and lawyers.

5. Briefed the Commanding General and his staff, U. S. Army Intelligence Command, Fort Holabird, Maryland, on case processing procedures and automated programs with particular emphasis on SANCA.

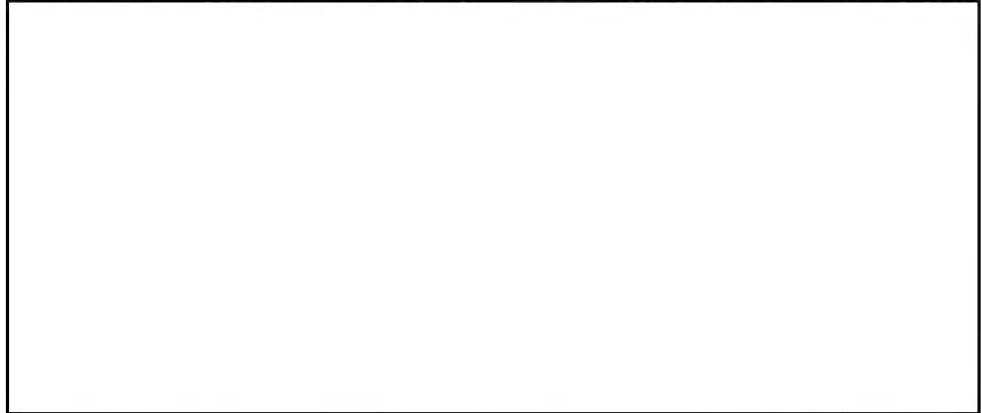
6. Initiated a program of security briefings for the benefit of clerical employees in the Interim Assignment Section of the Office of Personnel on personnel security problems to be avoided while living in the Washington Metropolitan area.

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9. Office of Security personnel conducted special limited briefings for select representatives of the following



10. During FY 1968, [ ] Agency overseas assignees were afforded the Hostile Audio Surveillance Threat briefings and various remedial programs in effect to negate this threat.

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11. Purchased equipment and began developing programs to animate various personnel security briefings by the use of 35mm slides and synchronous tape recordings. This move will improve the quality of the briefings given Agency travelers, counselees, and resignees.

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12. A total of [ ] Agency personnel scheduled for overseas assignment were trained in the use, care, maintenance and repair of security equipment, including security containers, locks, alarms, and emergency destruction devices.

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13. Initial Security briefings were attended by [ ] employees as they entered on duty, and the six hours Security Indoctrination Program was presented to [ ] new employees. Additionally, individuals and groups unable to attend scheduled security programs were instructed on an ad hoc basis. A total of [ ] persons attended these instruction periods.

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**(g) Administrative Support**

**1. Suggestion Awards**

Sixteen suggestions were presented to the Agency Incentive Awards Committee. Five of these were adopted



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and a total of \$615 was awarded. Three additional suggestions have been evaluated since and resulted in cash awards and others are still under consideration.

2. Quality Step Increase

A total of 41 Quality Step Increase Awards were granted to Office of Security Career Service personnel during the year.

3. Personnel Ceiling

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Due to increased security workload, [ ] Security positions and [ ] Security positions were established on the T/O's of other Agency components during the fiscal year.

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4. Training

(1) Enrollments in OTR courses totaled 166 and 45 employees attended external training courses, including major schools such as the Armed Forces Staff College and the Air War College.

(2) Individually tailored training plans were originated, coordinated and executed for [ ] OS Careerists preparing for specific overseas assignments.

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## 2. PERSONNEL SECURITY

### a. Improved Processing Methods PS Criteria

(1) During FY 1968 Office of Security personnel upgraded the personnel security programming for contract personnel, i. e. contract employees and independent contractors. New regulations and handbooks on the subject were drafted introducing a simplified terminology for the personnel categories involved and the security approvals applicable. The major thrust of these efforts was (a) to correlate more closely the rigor of the investigative efforts to the access (to classified information) planned for the recipient of the approval and (b) to maximize the investigative efforts made on behalf of those who will enjoy staff-like access 25X1

[REDACTED]

(2) Following an inter-office study, certain personnel security reforms affecting OTR Language Instructors were implemented. Full and updated Personal History Statements were acquired on all these personnel and supplemental investigations were effected on some as felt appropriate. While not viewing the access privileges of OTR Language Instructors as staff-like, the new approach gives fuller recognition to the possibilities open to these instructors to identify Agency personnel and learn of their overseas destinations.

(3) From a personnel security standpoint, all categories of support personnel (guards, char force and maintenance types) were studied who require access to official Agency installations. The investigative requirements for each category were re-evaluated on a gradient dictated by the access features of each category. A new form was developed to more accurately reflect the plans of management to allow or not allow various degrees of physical access to these support types. This is Form 1874.

(4) Arrangements were made to acquire full Personal History Statements on all contractor personnel for whom Industrial Security Approvals are requested by the Office of Logistics. The effect of this action will be to increase the flexibility of Agency personnel security officers in prescribing various kinds and degrees of investigative coverage in cases previously limited in coverage to National Agency Name Checks.

(5) A system was introduced under which each proposal to send an Agency person into a [REDACTED] situation stimulates a study of

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the depth of access the candidate has had to sensitive information protected under special security systems.

(6) Form 879, Outside Activity Approval Request, was revised. This provides for a more detailed description by the employee of the outside activity involved and requires more specific reactions to the proposal by the employee's senior supervisors and security officer. The new form reflects a new policy which requires greater participation by management in predicting the full impact on the Agency of a planned outside activity.

(7) Major changes in the processing of alien marriage cases were introduced. The most important change was to require, in cases developing overseas, the Chief of Station to conduct [ ] on the intended spouse and to provide Headquarters with the results of local [ ] and his personal evaluation of the case at the time the request is sent to Headquarters.

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(8) In conjunction with the Office of Personnel, a new two-page PHS was produced for execution by a spouse or intended spouse of Agency staff personnel in all cases except those where cover considerations mitigate against its use.

(9) A new Investigative Transmittal Form which combines the IOS Letter of Assignment with the Investigative Transmittal was placed into operation, thus enabling the same form that is prepared in the Personnel Security Division [ ]

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b. Wage and Classification

The Office of Security effected a total personnel analysis of the Personnel Security Division, including a rewrite of all PSD job descriptions. Following this, a validation of the effort was obtained through an inspection of the Division by the Office of Personnel's Wage and Classification Staff.

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c. Statistics

During FY 1968 Office of Security personnel received and processed the following:

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Staff Employee Reinvestigations  
Staff Applicant Cases  
Industrial Security Cases  
Contact Cases  
Facility Access Authorization Cases  
Other Field Investigative Type Cases  
Clearance Certifications  
Transfer and Reassignment Actions  
Special Clearance Actions

d. Counterintelligence

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[Empty box for Counterintelligence details]

e. Student and Civil Unrest

The Office of Security has formed a special working group to provide continuing review of materials relating to student and civil unrest, and campaigns directed against the Agency and U. S. Government by groups of

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questionable orientation, etc. The working group serves as a focal point for assembling and disseminating information which relates to the vital responsibility of protecting Agency sources and methods, the physical integrity of CIA installations, [REDACTED]

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[REDACTED] The working group provides regular re- 25X1  
porting for the DDS on matters for which intermediate and long-range  
planning are required.

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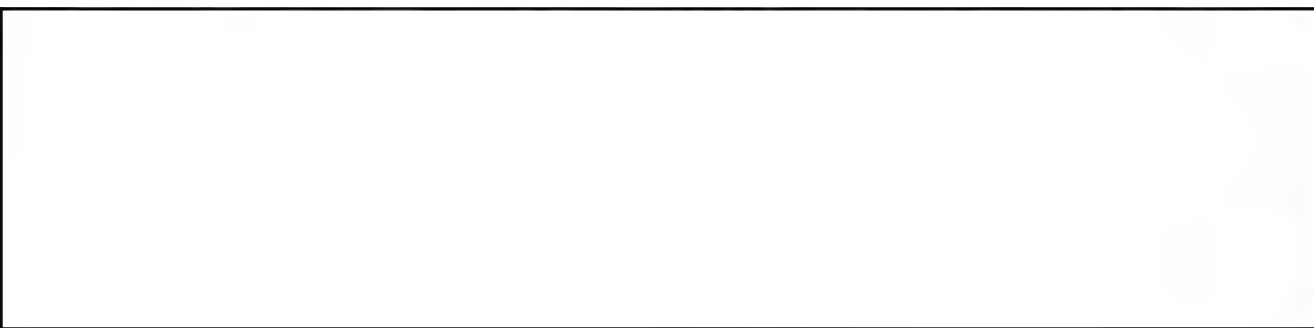
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of all non-USIB agencies holding CIA classified material.

(3) Office space within the Building Security Branch has been modified and identified as the Security Operations Center. This facility, equipped with various communications, is activated by the Office of Security during periods of emergency to provide a central Agency focal point for response and assistance.

(4) In order to increase the ability of the Security Duty Office to contact key Agency officials during after-duty hour situations, two-way radio units were procured and installed in the personal vehicles of the Director of Security, the Deputy Director of Security and the Director of Logistics.

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e. DDP/SSU Assistance

This Office continued to provide support to the DDP Special Security Unit. Representatives of the Physical Security Division were members of SSU teams which visited Latin America, Europe, and Near East areas, and Office of Security files were most helpful to the SSU personnel in the preparation of their worldwide dispatches.

f. Safety Staff

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(2) A continuous review and analysis of injuries and accidents was made to determine causative factors and to make appropriate corrections. Compilation of the Agency's frequency and severity rates was also effected in compliance with the President's Mission Safety-70 Program.

(3) The standing program of briefing new employees on safety was revised to provide more comprehensive information on the President's Mission Safety-70 Program and its eventual goal of a 30 per cent reduction in the injury frequency rate. These employees are also briefed on the President's challenge to Federal administrators to attack the causes of off-the-job injuries. In line with this, Agency notices were distributed to keep old employees abreast of the President's interest. Additionally, safety booklets and pamphlets were made available to employees through use of the recently installed safety handout holders mounted on the bulletin boards in Agency buildings. Safety literature was also distributed to selected field installations.

(4) In an attempt to resolve increasing traffic problems in and around the Headquarters area, a committee consisting of representatives from the Office of Security, the Office of Logistics, and the Office of Personnel was established at the request of the Deputy Director for Support. This committee reviewed the problem areas and proposed a recommended course of action. As a result, considerable improvement has been effected in the overall Headquarters compound traffic flow pattern.

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## 5. INVESTIGATIONS

### a. Investigative Activity

During FY 1968, a total of 46,749 cases involving Staff Applicants and other persons of overt and covert interest, were completed by the Investigations Division. Of these, 21,908 cases included field investigations. The number of field completions represents an all-time high in the history of this office.

### b. Reorganization Within the Division

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Investigations Division was merged with Desk 1 (ID) in the interest of better administration and management. This consolidation enabled the reassignment of some professional and clerical personnel within IOS where they were needed more and could be used to better advantage.

### c. Improved Reinvestigation Procedure

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reinvestigation cases. This has resulted in the elimination of a backlog and has placed the supervisor interview portion of such cases on a current basis.

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g. Reproduction of PSQ's in Investigation Division (Desk 4 Cases)

An arrangement was completed with the Office of Personnel whereby cleared personnel within the Clerical Pool will reproduce PSQ's in the desired number and return them to the Investigations Division within 48 hours. This assistance has freed Division clerical personnel, heretofore used on this tedious, time-consuming function, for other important duties and has reduced the time required to process these cases to the field for investigation by as much as three to five days.

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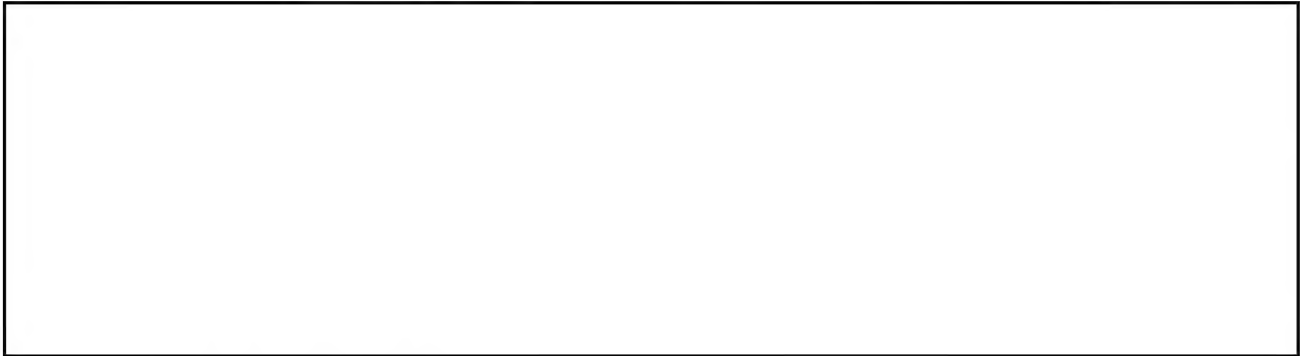
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m. Civil Disturbances Support

Security support during the Washington, D. C. civil disturbances in April was provided to all local Agency installations. A twenty-four hour command center was established at Headquarters, Security Officers were assigned around-the-clock coverage of various metropolitan installations and vehicle patrols were established. An emergency plan was implemented and lasted through the duration of the crisis.

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h. Approximately [ ] files were reviewed for the purpose of extracting biographic data and adding it to the Security index records. Information such as dates of birth, places of birth, social security numbers, and record creation dates were added to the index.

i. The substantial expansion of the use of computers in the field of intelligence and concomitant consolidation of hundreds of pages of various categories of classified material onto single pieces of storage media has required the imposition of more stringent compartmentation, accountability and procedural controls. Because of such storage innovations, additional security measures have now been implemented within computer processing elements as well as all consumer offices of the Agency to afford appropriate protection to such intelligence data.

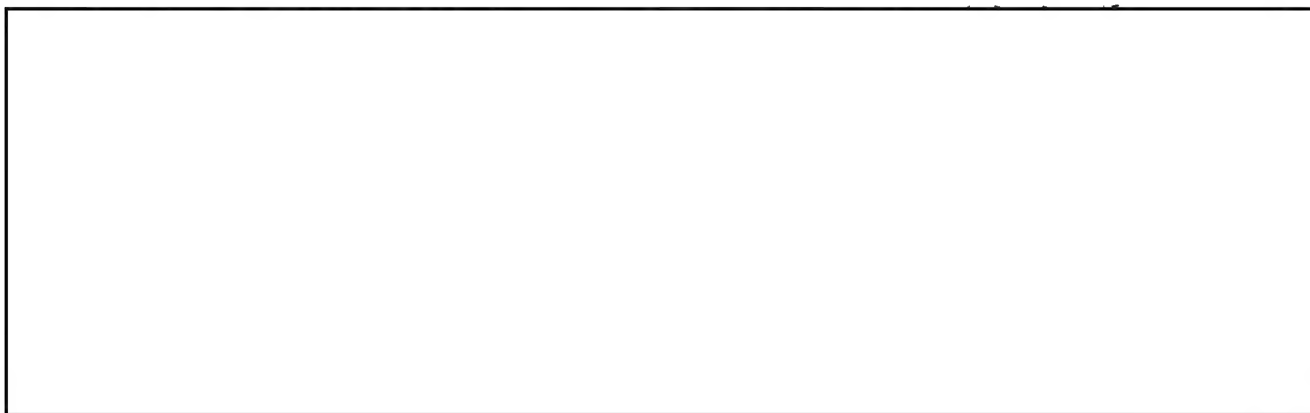
j. Approximately 6,000 permanent charge records were added to the SEADORS file locator system. This system now provides computer name tracers with the exact locations of permanently charged Security files as well as retired files.

k. A color code system was adapted for use on Security file jackets to provide more rapid sorting of files and to provide a visible means against misfiling and for the expeditious location of potential misfiles.

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l. New names numbering [ ] were added to the special compartmented clearance records in the Compartmented Information Branch of the Special Security Center to bring the total number of persons on record to [ ]

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